



Committee Chair Responsibilities

Time Commitment – Varies, based on the committee and current activities.

Activities:

- Set committee goals for the fiscal year.
- Create the agenda for the monthly meetings and post to OLLI Comm as part of the meeting reminder.
- Chair the monthly committee meetings.
- Attend and participate in the quarterly “Committee Chair Group” meetings: September, January, March, and June.
- Attend other meetings as needed / requested.
- Create the monthly report for the Board of Directors – due two days after the committee meeting. Post to the specific committee and the committee chair group on OLLI Comm.
- If needed and not included in the monthly report, ask a committee member to create meeting minutes to share with the committee.
- Assist with planning and implementing committee activities as needed.
- Recruit new committee members as needed.